

California Energy Commission



CLASSIFICATION: Office Technician (Typing)

TENURE: Permanent

TIME BASE: Full Time

SALARY: \$2,740.00-\$3,429.00

LOCATION: Energy Systems Research Office
Energy Research and Development Division

FINAL FILING DATE: Until Filled

DUTIES/RESPONSIBILITIES:

Under the general direction of the Energy Resources Specialist III and the lead of the Division Liaison, the incumbent will provide secretarial support for the Energy Systems Research Office (ESRO). Primary support will be to assist the Energy Resources Specialist III and his/her staff with the operation and performance of administrative tasks relevant to the projects and programs assigned to the ESRO. The incumbent must consistently demonstrate a high degree of initiative, independence, and originality in performing administrative functions as well as secretarial duties. In addition, deal effectively and tactfully with ESRO staff and the public, and have a high attention to detail.

The incumbent will be required to communicate effectively, evaluate and prioritize daily workload, and use a personal computer and appropriate Commission software such as word processing, spreadsheet, Program Information Management System (PIMS) database, analytical software, electronic mail and Internet in the performance of the following duties and responsibilities:

- Responsibilities include, but are not limited to: a) maintain Energy Resources Specialist III calendar for appointments, meetings, hearings, and where appropriate, prepare necessary agendas, b) make all travel arrangements for both in-state and out-of-state travel for staff, c) review travel expense claims to ensure that they are within established state guidelines, d) prepare travel expense claims for the Energy Resources Specialist III using CalATERS, e) maintain the R&D Office calendar for ESRO, f) track the approval status of all office correspondence requiring management approval, and status of contracts and grants scheduled for consideration at the Research, Development and Demonstration Lead Commissioner and Energy Commission Business Meetings, g) assist the Division Liaison in the Division Administration Unit on preparing the weekly status report and other documents for the division, h) develop, prepare and/or maintain spreadsheets. i) maintain administrative files for the office's programs and projects, including time reports and correspondence, j) track monthly office budget expenses and keep Energy Resources Specialist III informed on a monthly basis of budgetary concerns, and k) maintain and order supplies/equipment for office staff.
- Prepare documents and review correspondence and documents prepared by staff for consistency with office, division and Energy Commission policy, including, but not limited to:
 - format and finalize documents, such as research reports following the Energy Commission style guide requirements, Program Opportunity Notices, and Request for Proposals

An equal opportunity employer to all regardless of age, ancestry, color, denial of family and medical care leave, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person.

- review and proof all documents to ensure they are understandable, in the correct format, and grammatically correct prior to submitting to the office staff for signature
 - finalize word processing materials developed by office/division staff
 - independently prepare, compose and/or review correspondence and documents for the Energy Resources Specialist III signature on a wide range of subjects to ensure compliance with office, division and Energy Commission procedures and policies
 - independently prepare documents, such as meeting agendas, emails and announcements
- Screen and arrange in priority order incoming correspondence (mail, email, telephone messages, etc.), referring to appropriate staff member for reply, and following up to ensure that deadlines are met, Provide answers to general questions regarding specific office programs or referring these contacts to appropriate office staff for technical information. Maintain good public relations by establishing a tracking system to assure answers are provided on a timely basis

WORKING CONDITIONS:

Work is performed primarily in an office and hearing room environment and may require sitting for long periods of time. Work area is well lighted and ventilation is adequate. The noise level is sometimes high. Some travel is required to attend off-site meetings.

DESIRABLE EXPERIENCE/QUALIFICATIONS:

- Excellent interpersonal skills and expected to work within a large team environment.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects.

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Interested applicants must submit a completed Standard State Application (Form STD. 678) to the address listed below. Electronic applications will not be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.) and include RPA #330-304 and Position #3300-1139-001 in the explanation section of the STD. 678.**

PLEASE NOTE: *Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.*

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Personnel Services (RPA 330-304)
Personnel Office
1516 Ninth Street, M.S. #3
Sacramento, CA 95814
(916) 653-4309

personnelservices@energy.ca.gov

**California Relay (Telephone) Service for the
Deaf or Hearing-Impaired**
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922

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